



SOCIAL SERVICES ADVISORY COMMISSION

The City of Norfolk is recruiting for members of the community to serve on the Social Services Advisory Commission. The Code of Virginia requires that "If the governing body of a City . . . designates . . . a local official as constituting the local board, such governing body shall appoint a board to serve in an advisory capacity to such local government official."

The Norfolk Code of Ordinances names the position of the Director of Human Services as the "Board of Public Welfare" for the city. The "Social Services Advisory Commission" is already created in the Norfolk Code of Ordinances.

Duties of Commission members are to:

1. Advise the director generally in all matters relating to the operation of the division of social services.
2. Interest themselves in all matters pertaining to the social welfare of the people of the city.
3. Monitor the formulation and implementation of social welfare programs in the City.
4. Meet with the Director at least four (4) times a year for the purpose of making recommendations on policy matters concerning social services.
5. Make an annual report to City Council.
6. Submit to Council, from time to time, other reports Council deems appropriate.

State code requires a minimum of five (5) members. The City code states the commission shall consist of thirteen (13) members. In order to be in compliance with State code requirements, we will fill the first five positions on this advisory commission; then, we will work with those members to recruit additional citizens to bring us to the full thirteen members stated in City code.

In the near future, names of interested citizens will be submitted to City Council for approval to serve in this capacity. We would like to have this commission represent a cross-section of the community and are specifically interested in individuals that have already demonstrated an interest in the welfare of Norfolk's citizens who are in need of services and assistance. It is preferred that commission members be Norfolk residents, and not employed by the City of Norfolk.

Are you interested in serving in this capacity? If so, please contact Stephen K. Hawks, Director of Human Services, City of Norfolk, for more information. Call (757) 664-3273 or email stephen.hawks@norfolk.gov. You may send a letter of interest with a short biography to the City Clerk, 810 Union Street, Suite 1006, Norfolk, Virginia 23510; or, complete an online application at www.norfolk.gov. Select the "Government" tab at the top of the home page and click on "Boards/Commissions/Authorities". A page will appear with the title "Office of the City Council," and a sub-title "Council Appointments." Select the link entitled "Application for Appointment. Click on the drop-down arrow and select "Social Services Advisory Commission" from the list.

Thank you for your consideration of serving in this important capacity.

Stephen K. Hawks
Director of Human Services
City of Norfolk, Virginia

Department of Human Services
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